

# **Soundpost Community Network**

## **Safeguarding Policy 2024-25**

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## **POLICY STATEMENT**

This policy applies to all staff including managers and the board of trustees, paid staff, volunteers and sessional workers, students, agency staff or anyone else working on behalf of Soundpost Community Network.

### ***The purpose of this policy:***

- to protect children and young people, and vulnerable adults who receive Soundpost Community Network's services in face-to-face or online environments. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;

Soundpost Community Network believes that a child or young person, or vulnerable adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

Soundpost may interact with children and vulnerable adults as follows:

- as members of our audience;
- as a volunteer in our performance;
- as participants in our workshops;
- as participants in educational projects.

**Our Designated Safeguarding Lead is Nicola Beazley: 07919524840**

### **Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Working together to safeguard children 2010
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children, including Working Together to Safeguarding Children 2018, and its updates.

**We recognise that:**

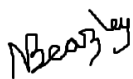
- the welfare of the child is paramount, as enshrined in the Children Act 1989
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Safeguarding is the responsibility of all whom work with children, young people and vulnerable adults. Working with our partner organisations and schools can only improve to safeguarding that we offer.

**We will seek to keep children and young people safe by:**

- valuing them, listening to them and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: .....24/9/2024.....

Signed: 

Name: Nicola Beazley

Role in company: Designated Safeguarding Lead

Signed: 

Name: Fay Hield

Role in company: Chair of Board

## **PURPOSE AND AIM OF PROCEDURES**

All those who work or volunteer with Soundpost Community Network will be made aware of this policy and of what to do if they have any concerns. There is guidance for those responding to concerns so that they are properly dealt with, including sharing information about concerns with agencies that need to know and involving children, young people and families appropriately.

It is our policy that no-one shall work with children and young people within Soundpost Community Network who:

- Has been convicted of or has received a formal police caution concerning an offence against children as listed in the First Schedule of the Children and Young People's Act 1933; or
- Has been convicted of or has received a formal police caution concerning sexual offences against children and young people.
- Is registered on the protection of Children Act, protection of Adults Act and List 99

This means that:

- All who work directly with children & young people under the auspices of Soundpost Community Network will be required to be checked through the Disclosure and Barring Service, and are expected at all times to conform with good practice in their work by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.
- Those responsible for the appointment of such workers must take all reasonable steps, including obtaining Disclosures from the Disclosure and Barring Service, to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with children and young people under the auspices of Soundpost Community Network.
- Artists must have a valid check that is not more than 3 years old. We will actively encourage artists to sign up to the online DBS update service.

If you have any questions about our policies and procedures please contact our Designated Safeguarding Officer, Nicola Beazley on tel: 07919524840.

This policy seeks to ensure that Soundpost Community Network undertakes its responsibilities with regard to protection of children and / or vulnerable adults and will respond to concerns appropriately. The policy establishes a framework to support paid and unpaid staff (volunteers) in their practices and clarifies the organisation's expectations.

## **DEFINITIONS AND SIGNS OF ABUSE**

According to the NSPCC, child abuse happens when an adult inflicts harm on a child or young person, even, in some cases, if the adult's actions are not deliberate.

There are four broad categories of child abuse:

- **Physical abuse**  
occurs when a child is deliberately hurt causing injuries such as cuts, bruises and broken bones. It can involve hitting, shaking, throwing, poisoning, burning, slapping or suffocating. It is also physical abuse when a parent or carer fabricates, or induces, the symptoms of an illness in a child.
- **Sexual abuse**  
involves forcing or enticing a child or young person to take part in sexual activities. It does not necessarily involve violence and the child may or may not be aware of what is happening. Sexual abuse includes: grooming a child with the intention of sexually abusing them; all forms of penetrative and non-penetrative sex; sexually exploiting a child in return for gifts, money or affection; and making, looking at and distributing indecent images of a child.
- **Neglect**  
is persistently failing to meet a child's basic physical and/or psychological needs resulting in serious damage to their health and development. Neglect is difficult to define as it is hard to describe the absence of something such as love or attention (Daniel et al, 2011). In practical terms, neglect may involve a parent's or carer's failure to: provide adequate food, clothing and shelter; protect the child from physical and emotional harm or danger; supervise the child properly, make sure the child receives appropriate medical care or treatment. Neglect often happens at the same time as other types of abuse (Daniel et al, 2011; Rees et al, 2011).
- **Emotional abuse.**  
is persistent and, over time, it severely damages a child's emotional development. Active emotional abuse involves an adult deliberately trying

to scare, humiliate or verbally abuse a child. Passive emotional abuse happens when a parent or carer denies the child the love and care they need in order to be healthy and happy. Such adults might be emotionally unavailable; fail to offer their child praise and encouragement; interact with them in an age-inappropriate way; be over-protective, limiting their opportunities to explore, learn and make friends; or expect the child to meet the parent's own emotional needs.

## **RECOGNISING THE SIGNS OF ABUSE**

Soundpost Community Network will ensure that all staff members, whether paid or unpaid, as part of their induction gain a basic awareness of the signs and symptoms of child abuse.

This will take place verbally as part of the initial planning period for a project with the artists/crew, and on a one to one basis with any artists/crew who join the project(s) subsequently. The induction will be led by either Helen Bell or Fay Hield. All artists/crew contracted by Soundpost Community Network will also be sent the safeguarding policy electronically.

Whilst it is recognised that the list below is not exhaustive, these signs probably indicate that the child or family is having some problems that should be investigated.

- Regularly experiencing nightmares or sleeping problems.
- Changes in personality.
- Outbursts of anger.
- Changes in eating habits.
- Showing an inexplicable fear of particular places or making excuses to avoid particular people.
- Self-harming (includes head banging, scratching, cutting).
- Not receiving adequate medical attention after injuries.
- Showing violence to animals, toys, peers or adults.
- Knowledge of "adult issues" e.g. alcohol, drugs, sexual behaviour.
- Lacking in confidence or often wary/anxious.
- Regressing to the behaviour of younger children.
- Regular flinching in response to sudden but harmless actions, e.g. someone raising a hand quickly.
- marks or injuries which do not have an acceptable explanation
- if a child is frequently described as ill by their parent but does not have any symptoms which are obvious to others

Further information on recognising signs of abuse can be found on: [http://www.nspcc.org.uk/Inform/research/briefings/signs-of-abuse\\_wda102204.html](http://www.nspcc.org.uk/Inform/research/briefings/signs-of-abuse_wda102204.html)

### **Effective assessment of the need for early help**

Children and families may need support from a wide range of local organisations and agencies. Where a child and family would benefit from co-ordinated support from more than one organisation or agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These early help assessments should be evidence-based, be clear about the action to be taken and services to be provided and identify what help the child and family require to prevent needs escalating to a point where intervention would be needed through a statutory assessment under the Children Act 1989.

A lead practitioner should undertake the assessment, provide help to the child and family, act as an advocate on their behalf and co-ordinate the delivery of support services. A GP, family support worker, school nurse, teacher, health visitor and/or special educational needs co-ordinator could undertake the lead practitioner role. Decisions about who should be the lead practitioner should be taken on a case-by-case basis and should be informed by the child and their family.

For an early help assessment to be effective:

- it should be undertaken with the agreement of the child and their parents or carers, involving the child and family as well as all the practitioners who are working with them. It should take account of the child's wishes and feelings wherever possible, their age, family circumstances and the wider community context in which they are living
- practitioners should be able to discuss concerns they may have about a child and family with a social worker in the local authority. Local authority children's social care should set out the process for how this will happen
- in cases where agreement to an early help assessment cannot be obtained, practitioners should consider how the needs of the child might be met. However, practitioners should still inform individuals that their data will be recorded and shared and the purpose explained to them. If at any time it is considered that the child may be a child in need, as defined



in the Children Act 1989, or that the child has suffered significant harm or is likely to do so, a referral should be made immediately to local authority children's social care. This referral can be made by any practitioner  
Provision of effective early help services

The provision of early help services should form part of a continuum of support to respond to the different levels of need of individual children and families.

Local areas should have a comprehensive range of effective, evidence-based services in place to address assessed needs early. The early help on offer should draw upon any local assessment of need, including the JSNA and the latest evidence of the effectiveness of early help programmes. In addition to high quality support in universal services, specific local early help services will typically include family and parenting programmes, assistance with health issues, including mental health, responses to emerging thematic concerns in extra-familial contexts, and help for emerging problems relating to domestic abuse, drug or alcohol misuse by an adult or a child. Services may also focus on improving family functioning and building the family's own capability to solve problems. This should be done within a structured, evidence-based framework involving regular review to ensure that real progress is being made. Some of these services may be delivered to parents but should always be evaluated to demonstrate the impact they are having on the outcomes for the child.

### **Accessing help and services.**

Where a child's need is relatively low level, individual services and universal services may be able to take swift action. Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns (reasonable cause to suspect a child is suffering or likely to suffer significant harm) local authority social care services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

It is important that there are clear criteria amongst all organisations and agencies working with children and families for taking action and providing help across this full continuum to ensure that services are commissioned effectively and that the right help is given to the child at the right time.

In making their local arrangements, the safeguarding partners should agree with their relevant agencies the levels for the different types of assessment and services to be commissioned and delivered. This should include services for

children who have suffered or are likely to suffer abuse and neglect whether from within the family or from threats. This should also include services for disabled children and be aligned with the short breaks services statement.

The safeguarding partners should publish a threshold document, which sets out the local criteria for action in a way that is transparent, accessible and easily understood. This should include:

- the process for the early help assessment and the type and level of early help services to be provided
- the criteria, including the level of need, for when a case should be referred to local authority children's social care for assessment and for statutory services under:
  - section 17 of the Children Act 1989 (children in need)
  - section 47 of the Children Act 1989 (reasonable cause to suspect a child is suffering or likely to suffer significant harm)
  - section 31 of the Children Act 1989 (care and supervision orders)
  - section 20 of the Children Act 1989 (duty to accommodate a child)
- clear procedures and processes for cases relating to:
  - the abuse, neglect and exploitation of children
  - children managed within the youth secure estate
  - disabled children

## **Referrals**

Anyone who has concerns about a child's welfare should make a referral to local authority children's social care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so. Practitioners who make a referral should always follow up their concerns if they are not satisfied with the response.

Local authority children's social care has the responsibility for clarifying the process for referrals. This includes specific arrangements for referrals in areas where there are secure youth establishments.

Within local authorities, children's social care should act as the principal point of contact for safeguarding concerns relating to children. As well as protocols for practitioners working with children and families, contact details should be signposted clearly so that children, parents and other family members are aware of who they can contact if they wish to make a referral, require advice and/or support.

Where a child or young person is admitted to a mental health facility, practitioners should consider whether a referral to local authority children's social care is necessary.

When practitioners refer a child, they should include any information they have on the child's developmental needs, the capacity of the child's parents or carers to meet those needs and any external factors that may be undermining their capacity to parent. This information may be included in any assessment, including an early help assessment, which may have been carried out prior to a referral into local authority children's social care. Where an early help assessment has already been undertaken, it should be used to support a referral to local authority children's social care; however, this is not a prerequisite for making a referral.

If practitioners have concerns that a child may be a potential victim of modern slavery or human trafficking then a referral should be made to the National Referral Mechanism<sup>12</sup>, as soon as possible.

Feedback should be given by local authority children's social care to the referrer on the decisions taken. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold and offer suggestions for other sources of more suitable support. Practitioners should always follow up their concerns if they are not satisfied with the local authority children's social care response and should escalate their concerns if they remain dissatisfied.

### **Information sharing**

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe. Serious case reviews (SCRs<sup>13</sup>) have highlighted that missed opportunities to record, understand the significance of and share information in a timely manner can have severe consequences for the safety and welfare of children.

Practitioners should be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners should

be alert to sharing important information about any adults with whom that child has contact, which may impact the child's safety or welfare.

Information sharing is also essential for the identification of patterns of behaviour when a child is at risk of going missing or has gone missing, when multiple children appear associated to the same context or locations of risk, or in relation to children in the secure estate where there may be multiple local authorities involved in a child's care. It will be for local safeguarding partners to consider how they will build positive relationships with other local areas to ensure that relevant information is shared in a timely and proportionate way.

The Data Protection Act 2018 and General Data Protection Regulations (GDPR) do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To ensure effective safeguarding arrangements:

- all organisations and agencies should have arrangements in place that set out clearly the processes and the principles for sharing information. The arrangement should cover how information will be shared within their own organisation/agency and with others who may be involved in a child's life
- all practitioners should not assume that someone else will pass on information that they think may be critical to keeping a child safe. If a practitioner has concerns about a child's welfare and considers that they may be a child in need or that the child has suffered or is likely to suffer significant harm, then they should share the information with local authority children's social care and/or the police. All practitioners should be particularly alert to the importance of sharing information when a child moves from one local authority into another, due to the risk that knowledge pertinent to keeping a child safe could be lost
- the GDPR provides a number of bases for sharing personal information. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required. The legal bases that may be appropriate for sharing data in these circumstances could be 'legal obligation' or 'public task' which includes the performance of a task in the public interest or the exercise of official authority. Each of the lawful bases under GDPR has different requirements. In some circumstances, it may be appropriate to obtain consent to share data but it is important to note that the GDPR sets a high standard for consent which is specific, time limited and can be withdrawn (in which case the information would have to be deleted)

Practitioners must have due regard to the relevant data protection principles which allow them to share personal information, as provided for in the Data Protection Act 2018 and the GDPR. To share information effectively:

- all practitioners should be confident of the lawful bases and processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information including information which is considered sensitive, such as health data, known under the data protection legislation as ‘special category personal data’
- where practitioners need to share special category personal data, for example, where information obtained is sensitive and needs more protection, they should always consider and identify the lawful basis for doing so under Article 6 of the GDPR, and in addition be able to meet one of the specific conditions for processing under Article 9. In effect, the Data Protection Act 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows practitioners to share information, including without consent (where in the circumstances consent cannot be given, it cannot be reasonably expected that a practitioner obtains consent or if to gain consent would place a child at risk).

However, practitioners should be mindful that a data protection impact assessment for any type of processing which is likely to be high risk must be completed, and therefore aware of the risks of processing special category data

### **Data Policy**

Any personal data is kept securely and for no longer than necessary (2 years maximum). We will make sure your information is accurate and up-to-date. The data that we hold consists of a combination phone numbers, addresses and emergency contacts for safeguarding purposes, date of birth, school and any relevant medical information (on a need to know basis). We will be issuing consent forms at the start of every academic year for which we are contracted to deliver lessons. All information is kept secure at all times and participants have the right to access this information.

The lawful basis that we use for processing the data is that either:

- You have given me your consent, e.g. to receive communication about lessons, payment processes and other educational communication (participation in grades/ buying teaching materials

Or

- You are a participant and the processing is necessary for the purposes of legitimate interests pursued by the Data Controller (Nicola Beazley) e.g. it may be necessary for me to carry out monitoring and reporting to collect data for Sheffield Music Hub/Council on the numbers of children in music education.

### **Data Sharing**

We will not give or sell your information to third parties for any marketing purposes. Any information we disclose about you, other than for purposes outlined in this privacy policy, will be if required to do so by law. In the course of my work. We use third party websites (gmail.com/one.com/mailchimp). We are not responsible for the privacy policies or practices of the third-party websites.

### **Your Rights**

- We want you to have the best experience possible and feel confident Weam respecting your personal data and processing it in a safe and confidential way. You have the right to withdraw consent at any time. Withdrawal of consent may result in the break down of communication during the period of engagement.
- You have the right to see the information we keep on you. This is a 'Subject Access Request'. You need to provide your request in writing with proof of identity before we can send you details. The information may take up to a month to collect. If you require this information, please email Nicola Beazley at Nicbfiddle@gmail.com
- You can see all the information regarding data protection and your rights here:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

## HOW TO RESPOND TO SIGNS OR SUSPICIONS OF ABUSE

The process outlined below details the stages involved in raising and reporting safeguarding concerns at Soundpost Community Network.

Action Required	Response to be take
1	Soundpost Community Network representatives (paid staff, unpaid staff, artists and volunteers) observe physical or behavioural signs of abuse and forms a suspicion. This can be based on things children may have said, and is called 'a cause for concern'.
2	If the 'cause for concern' grows, or is immediately apparent, Soundpost Community Network representatives (paid staff, unpaid staff, artists and volunteers) should communicate concerns with immediate senior representative from Soundpost Community Network. This is called reporting 'up the chain of command'.
3	Report to Designated Safeguarding Lead.
4	Accurate records must be kept, including times, dates and detailed description of observed signs. <i>Use form in Appendix 2</i>
5	DSL with consultation of directors, then decides whether to refer to social services or policy. Communication, when necessary to be made with Sheffield Music Hub, or relevant school(s). <i>Record referrals using form in Appendix 3.</i>
6	DSL to complete the relevant Local Authority Safeguarding Vulnerable Groups Incident Report Form (as required) and submit to the local authority within 24 hours of making a contact.
7	DSL to ensure that feedback from the Local Authority is received and their response recorded by Soundpost Community Network

## HOW TO RESPOND TO ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF, OTHER WORKER OR VOLUNTEER.

Soundpost Community Network recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The named person for child /vulnerable adult protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person (NB: this could be a director, unrelated to the person in question, or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the Sheffield Safeguarding Hub at any time on **0114 273 4855** for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
  - For more information see the advice on Safeguarding Sheffield Children's page:  
<http://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-and-resources/referring-a-safeguarding-concern-to-childrens-social-care>
- If a child/vulnerable adult is in immediate danger, contact the police on 999.
- The individual who first received/witnessed the concern should make a full written record (using the form in Appendix 2) of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, Soundpost Community Network will ensure that an internal investigation takes place and consideration is given to the operation of



disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependent on the nature of the incident.

## HOW TO RESPOND TO A CHILD TELLING YOU ABOUT ABUSE

- **Stop other activity and focus** on what you are being told
- **Do not promise confidentiality.** Explain clearly to the person raising the concern about what you expect will happen next. You can assure them that you will only tell those you have to tell to try to get the matter dealt with.
- Give **support and reassurance** to the person giving you the information, that the matter will be dealt with quickly and appropriately.
  - Work at the pace of the person raising the concern. Do not rush them.
  - Avoid expressing opinions about what they are telling you
- **Use open questions** like “Can you tell me what happened?”
- **Repeat aloud what the child** has said so that they know you are listening and have heard them correctly
- **Avoid asking leading questions** like “Did he do X to you?” or “How did he hurt the child” Leading questions and anything likely to suggest ideas or interpretations could jeopardise subsequent investigations or criminal proceedings.
- **Ask only what you need to** know to come to a judgement about whether abuse may have taken place and to gather factual details. You do not need full details but you do need sufficient information for an informed referral:
  - Details of the concern/allegation
  - Name, date of birth and address of the child
  - Additional relevant information regarding the child
  - Details of other agencies involved.
- **Consider whether immediate action is needed** to secure the protection of any children or young people who may be at risk. Think about the child or young person who is the immediate subject of the concerns, and any other child or young person who may be at risk, in the light of what you have been told or suspect.
- **If you are on site with any children who may be at immediate risk,** consider what action may be necessary to secure their safety. You will need to stay with those you think are at immediate risk until you can transfer them to the care of another responsible adult. Then you will need to contact the setting’s most senior staff member on site so they can take responsibility for further action

Then:

- **Report the incident immediately** to the Designated Safeguarding Lead or Designated Safeguarding Deputy, or your line manager.

And:

- Inform the setting's most senior person on site.
- **Take notes of what has been said, what you have heard or seen** - if it is not possible to take notes at the time, do so immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and name of child and perpetrator.

#### **You can**

- Seek advice about your concerns from;
  - The Sheffield Safeguarding Hub at any time on **0114 273 4855**

#### **HOW INFORMATION WILL BE RECORDED**

Soundpost Community Network recognise the vital importance of recording concerns about the welfare or safety of a child or young person or concerns about the behaviour of an employee or volunteer.

Any concerns of this nature will be recorded, regardless of whether or not the concerns are shared with either the police or Children's Social Care.

An accurate record should be recorded on the form in Appendix 2.

- Date and time of incident/disclosure;
- Parties who were involved, including any witnesses to an event;
- What was said or done and by whom;
- Any action taken by the organisation to look into the matter;
- Any further action taken;
- Where relevant, the reasons why a decision was taken not to refer those concerns to a statutory agency;
- Any interpretation/inference drawn from what was observed, said or alleged any interpretation/inference drawn from what was observed, said or alleged should be clearly recorded as such;
- Name of person reporting on the concern, name and designation of the person to whom the concern was reported, date and time and their contact details;
- The record should be signed.

Soundpost Community Network understands that it is best practice to advise a child or young person at the outset about the fact that you hold such records and their purpose.

In accordance with advice issued from *Working Together to Safeguard Children* (2018), Soundpost Community Network will keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached. These will be kept in a person's confidential personnel file and a copy will be given to the individual. Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer.

More guidance on retaining records can be obtained from <http://sheffieldscb.proceduresonline.com/chapters/values.html#principles>

## **CONFIDENTIALITY POLICY**

Soundpost Community Network recognises the legal principle that the “welfare of the child is paramount.” Privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child's safety has to come first.

The following principles will be adhered to and Soundpost Community Network will:

- Use the Data Protection Act as a framework to ensure information is shared appropriately
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so
- Seek advice if in any doubt, without disclosing the identity of the person where possible
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Soundpost Community Network may still share information without consent if, in their judgement, that lack of consent can be overridden in the public interest
- Consider safety and well-being: Soundpost Community Network will base information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions
- Ensure that the information shared is necessary for the purpose for which we are sharing it, is shared only with those people who need to have it, is

accurate and up-to-date, is shared in a timely fashion, and is shared securely

- Keep a record of our decision and the reasons for it - whether it is to share information or not. If we decide to share, then record what has been shared, with whom and for what purpose.

If staff are unsure about whether or not they should share information, they can seek advice from senior colleagues and the relevant Sheffield Safeguarding Hub (0114 273 4855).

### **It is not child protection but we are still concerned**

If Soundpost Community Network becomes concerned that a child or family need some help in making sure all the child's needs are met to address a particular problem they will get them help by contacting the local MultWeAgency Support Team (MAST) – see Appendix 1 for contact details.

## **Appendix 1: Contacts**

- **Sheffield Safeguarding Hub - 0114 273 4855**
- **Independent Safeguarding Authority (ISA)**, according to the ISA referral guidance document <http://www.isa.gov.uk/PDF/ISA%20Referral%20Guidance%20%20V2009-02.pdf>
- For information and contact details see **Safeguarding Sheffield Children's website** <http://www.safeguardingsheffieldchildren.org/sscb>
- **MultWeAgency Support Teams (MASTs)**
  - North MAST**  
Sorby House, 42 Spital Hill, S4 7LG
  - Tel: 2331189 or 2039591;
  - Fax: 2331042;
  - Email: [northmast@sheffield.gov.uk](mailto:northmast@sheffield.gov.uk)

**East MAST**

First Floor, Shortbrook Primary School, Westfield Northway, S20 8FB

Tel: 2053635 or 2037463;

Fax: 2053639;

Email: [eastmast@sheffield.gov.uk](mailto:eastmast@sheffield.gov.uk)

**West MAST**

Old Sharrow Junior School, South View Road, S7 1DB

Tel: 2506865 or 2736461;

Fax: 2506713;

Email: [westmast@sheffield.gov.uk](mailto:westmast@sheffield.gov.uk)

**Appendix 2: Soundpost Community Network Child/Vulnerable Adult Protection Record for an Incident or Concern**

- To be printed and completed by anyone reporting an incident or a concern to Soundpost Community Network.
- Submit it to Nicola Beazley who should deal with it appropriately and keep a copy on file.

**About the person making the report**

Name	
Position in Soundpost Community Network	
Address	
Contact Phone	
Contact Email	

**About the person whose concerns are being reported.**

*This is for you if you are reporting concerns on behalf of someone else. If you are reporting your own concerns leave this section blank.*

Name	
Position in Soundpost Community Network	
Address	
Contact Phone	
Contact Email	

**About the child/vulnerable adult**

Child/Vulnerable Adult's Name	
Sex	

Date of birth or approximate age	
Ethnicity	
Any disability?	
Home address (if known)	

**Responsible adults**

<b>Parent/Guardian 1</b> Name	
Relation to child/vulnerable adult	
Contact Phone	
Contact Email	

<b>Parent/Guardian 2</b> Name	
Relation to child/vulnerable adult	
Contact Phone	
Contact Email	

<b>Child/Vulnerable Adult's GP</b> (if known)	
Address	

**Person suspected of abuse (if applicable/if known)**

Name	
------	--

Relation to child/vulnerable adult	
Address	
Contact Phone	
Contact Email	

### About the incident or concern

*This form is for recording either a 'concern' (a worry about the welfare of a child) – or an 'incident' (where abuse has been directly observed or reported by the child.)*

For example, the kinds of 'concerns' that need to be recorded are:

- Changed behaviour or unusual behaviour; unexplained or recurring health problems
- Emotional well-being of the child – uncharacteristically withdrawn or nervous
- Any discussions with parents of carers about concerns, including their response and information about home conditions.

**Any** incidence of abuse must be recorded.

(if an incident) When it occurred: Day Month Year Time	
Your observations and concerns: (if needed continue on another sheet).	
Please record exactly what you said, and what the child/vulnerable adult said. <i>(Do not lead the child/vulnerable adult; report exactly what was said)</i> (if needed continue on another sheet).	



Details of any action taken so far:	

**Signature of person reporting:**

Report made [DAY MONTH YEAR TIME]:

Signed by:

Date:

**Received by Soundpost Community Network:**

Received [DAY MONTH YEAR TIME]:

Signed by Child/Vulnerable Adult Safeguarding Representative:

Date:

**End of form**

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**Appendix 3: Soundpost Community Network Child/Vulnerable Adult Protection Referral Form**

- To be printed and completed by the Child/Vulnerable Adult Protection Representative (or someone acting as their deputy).
- Keep a copy on file.

**About the child/vulnerable adult**

Child/Vulnerable Adult's Name	
Sex	
Date of birth or approximate age	
Ethnicity	
Any disability?	
Home address (if known)	

**Responsible adults**

<b>Parent/Guardian 1</b> Name	
Relation to child/vulnerable adult	
Contact Phone	
Contact Email	

<b>Parent/Guardian 2</b> Name	
Relation to child/vulnerable adult	
Contact Phone	
Contact Email	

<b>Child/Vulnerable Adult's GP</b> (if known)	
Address	
Contact Email	

**Report made to Soundpost Community Network:**

Received [DAY MONTH YEAR TIME]:	
Nature of the referral:	
Reported by Name:	
Position:	

**Report to Social Services or other organisation**

When report made [DAY MONTH YEAR TIME]:	
Nature of the referral:	
Reported by Name:	
Position:	

**Organisation:**

- Social Services  
Which area/borough:
- Police  
Which police force:
- NSPCC:
  
- Other organisation  
Which one:

**Report made by:**

Name:  
Position:

**Advice received:**

(if needed, continue on another sheet)

**Any case number received:**

Written confirmation sent [DAY MONTH YEAR TIME]

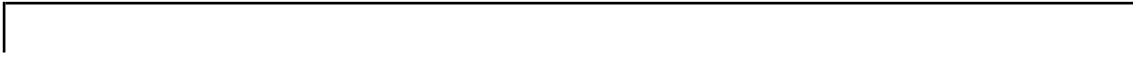
**Signed by Child/Vulnerable Adult Protection Representative:**

Date:

**Signed by a Board Member:**

Date:

**End of form**



## Appendix 4: Soundpost guidelines for working online with young people.

These guidelines are drawn from advice given by Musicians Union and Incorporated Society of Museums.

### Online Learning

This new section on online safeguarding is to protect both your child and myself whilst we carry out online learning. By using our services, you are agreeing to these terms regarding online safeguarding.

- The safety of your child and our staff is our **top** priority.
- We will not deliver online lessons using the online accounts of young people – all contact should be through the account of an appropriate adult (parent / carer etc). If your child contacts and member of staff directly by email, any replies from them will always copy in one or both parents/primary care-givers into each method of correspondence.
- We will not accept any interaction from any child over social media and will contact you if this happens. On sites such as twitter and Instagram, your child may follow me, as it is my public/artist account, but We will not follow back or engage with any online communications. This will be the case until the child is 18 years old *and* has left my tuition *and* has left full time education.
- Written (email) permission must be given by parent / carer before the child / young person is engage in online lessons.
- A parent / carer that the pupil should be in a family room – e.g. living room. We will not deliver (cancel) the lesson if the pupil is in their bedroom.
- At the start of each lesson ensure you say a virtual “hello” to the parent / carer so they can see you and know that the lesson is taking place.
- If a child is home alone, depending on their age, this could be a safeguarding concern and we may report it using the usual methods.

### **The Google-Classroom complies with Sheffield Music Hub guidelines on online learning, MU guidelines, and our own.**

It is not possible on this platform to directly message each other, all comments are public within the group, it is not a chat room. We can be messaged directly, for help and support, but you, as the account holder, should be able to see everything that your child does. **Please check in with your child on a regular basis whilst they are online.** By signing up to the classroom, you are agreeing to the safeguarding terms.

- We may, over the process of online learning in the next make several split-screen videos, to be shared on social media. These may be made by Soundpost, Sheffield Music Hub, or other educational parties. Full information will always be given about the content and purpose of any videos, however, **by submitted a video of your child, you are giving your consent for your child to take part in that video**, and any resulting social medias that we may appear in. We do not take responsibility for this once you have sent your video in.

All documents available on request.